**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | **Head of Sixth Form** |
| **Location:** | **Sturminster Newton High School** | |
| **Reports to:** | **Headteacher** |
| **Salary:** | **L5-9** |
| **Contract:** | **Full time/Permanent** |

**Main job purpose**

**To provide high quality pastoral and academic support to Sixth Form students.**

# Main responsibilities and duties

* To manage the strategic direction for the Sixth Form
* To review, manage and build on the curriculum subjects offered and the wider study opportunities for students
* To develop the use of data including the use of ALPs to assist with the raising of sixth form standards
* To ensure Teaching and Learning is progressing
* To lead and manage the UCAS system, working with the UCAS Co-ordinator and subject tutors, writing and reviewing references for students
* To be responsible for the pastoral welfare of the students in the Sixth Form
* To be responsible for the coordination and deployment of staff and resources across the Sixth Form
* To be responsible for BTEC quality assurance
* To encourage and support the achievement of students
* Advise tutors, subject leaders and teachers on appropriate interventions for student who are not making expected progress
* To liaise with the Headteacher and other member of the SLT in matters relating to the Sixth Form
* To meet with parents in relation to academic and pastoral matters for students in the Sixth Form
* To facilitate and promote admissions to the Sixth Form including managing the recruitment process from current Year 11 students
* Organise and lead on assemblies for Sixth Form including PSHE/Careers programme
* Work with the year team and PSHE/Career coordinator to plan an integrated pastoral programme
* In conjunction with the Sixth Form Attendance Coordinator, monitor and manage the attendance of students in the Sixth Form.
* Promote the ethos and values of the Sixth Form and the wider school community

**Knowledge and skills -** Advise the SLT and subject leaders on curriculum and related developments at KS5

**Supervision and management -** You will be responsible for managing the sixth form team

# Student Achievement - Further improve the excellent Post 16 results that the school has achieved by reviewing and managing data, putting in place interventions where necessary.

# Key contacts and relationships - Headteacher, Deputy Head, Shaftesbury Head of Sixth Form, Sixth Form Manager (Shaftesbury), SLT, SENCo, Teachers, Parents

# Managing Resources

* Organise and co-ordinate the deployment of learning resources, including information and communications technology, and monitor their effectiveness.
* Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school.
* Manage the departmental budget

# General

* Contribute to the development and organisation of any relevant extra- curricular activities and visits which extend learning beyond the classroom.
* Any other appropriate and reasonable activity as may be directed from time to time by the Principal.

The key responsibilities and duties sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the Headteacher.

**Other duties**

1. To have due regard for safeguarding and to follow child protection policies and procedures adopted by Sturminster Newton High School.

1. Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
2. Uphold and promote the values and ethos of the school.
3. Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
4. Participate in workplace learning and development opportunities and work to continually improve own and team performance.